FEATURING: CLASSIFICATION.

NEW ZEALAND
LIBRARY ASSOCIATION

NEW ZEALAND LIBRARIES

Official Bulletin of the New Zealand Library Association, Incorporated

N.S., Vol. IV., No. 1 ISSUED AT WELLINGTON, N.Z. AUGUST, 1940

SUBVERSIVE LITERATURE.

IN Great Britain to-day one result of the national emergency has been a tightening up of the political censorship in every way. It is, like many other things, a yielding up of the privileges of democracy so that democracy may ultimately survive: a sort of placing in pawn of the rights of the individual so that they may not be lost altogether.

One of the most prized possessions of the citizen in a democratic community, indeed one of the piles on which the foundations of democracy rest, is the right of the individual to hold and express whatever opinions he wishes, saving only that where they are demonstrably dangerous to the common good he must keep them to himself.

In times of national emergency, however, what must be ruled out of order as dangerous to the State comes to include activities which in peace time were considered undesirable but not dangerous. Subversion, instead of being watched and controlled, must be stamped out.

Recently in New Zealand the Customs Department has sent out a circular pointing out that licences to import books will not cover material of a subversive character. This should place every librarian upon his guard. During the months before the war, most librarians felt, and since it was peace time felt rightly, that it was their duty to allow on the shelves the publications of every shade of political opinion. A consequence of this inclusive policy which has been a feature of all libraries run under democratic political control is that books and periodicals which were not dangerous before the war may now become so. A duty lies upon the librarian to examine his shelves and his periodical files to ascertain what he has which could, if placed in the wrong hands, be dangerous to the common good of his own State.

If any offend against these regulations for the common safety, it will no doubt be unwittingly, but ignorance in law is not excused, and ethically also, ignorance is not excused where a positive duty is placed on the individual. Those responsible for the conduct of libraries can help the war effort by seeing that the library does not become the innocent instrument of propaganda dangerous to us all.

SPECIAL ISSUES.

FOLLOWING on the July special Classification number, this month's issue also gives prominence to the subject of classification. The September issue of NEW ZEALAND LIBRARIES will be of special interest to Trustees and members of Library Committees.

GENERAL NEWS.

Mr. F. A. Sandall.

Mr. F. A. Sandall is as present in camp undergoing training under the Home Defence scheme. He asks that official correspondence should be addressed simply "The Librarian, Massey Agricultural College," as delay is occurring through formal letters being addressed to him personally.

XUM

Hawera.

Mrs. H. C. Ridge, formerly Miss Hilda Carson, is retiring from the charge of the Hawera Public Library, probably this month. Miss Carson received her earlier training in the Wellington Public Libraries. She received her present appointment in 1931, and was married only recently. The good wishes of all members of the Association will go with Mrs. Ridge.

Miss Leslie R. Callaway has been appointed Mrs. Ridge's successor. She has been on the staff of the Canterbury University College Library for the past six years as part time and full time assistant, and has obtained experience in both Christchurch and Wellington Libraries on exchange. The experience she has gained should be of use to her in her new post, and we wish her every success.

Translators.

It is proposed in an early issue of NEW ZEALAND LIBRARIES to publish the full list of translators so far compiled, with necessary particulars. A good deal of information is to hand, and the final list, it is hoped, will appear in NEW ZEALAND LIBRARIES for September.

Palmerston North Library Notes.

Prior to her wedding, Miss Helen Reid, Junior Librarian at Palmerston North, was entertained at afternoon tea by the staff and presented with a piece of Dresden china. Mr. Greenwood said that Miss Reid had been a valuable assistant, and expressed a hope that she would be very happy in her new sphere.

At the inter-house Drama Festival held by the "Little Theatre Society" the staff were successful in winning the cup from a field of thirteen teams, with the play "Unnatural Scene" by Kathleen Davey. One of our cast, Miss Lorna Sheppard, was also given second place in the competition for the best amateur actor. Although amateur dramatics are an entirely new departure for the staff, they feel that the effort of 8 a.m. rehearsals was certainly worth while.

On July, 30th at the Little Theatre (Opera House) the screening of seven educational films under the auspices of the Dominion Museum in collaboration with the Palmerston North Library Extension Service was an experiment undertaken for the first time outside the capital city. The theatre was packed to the doors by children and young people of all ages and the enthusiasm which marked the performance left no doubt as to its appeal.

Commencing with the life cycle of the plant, the programme continued to examine the intricate operations of ground water in its many forms. As a companion subject "Oil From the Earth" was screened. "Butterflies" as a relief followed, with "Night Mail," the story of the London-Glasgow nightly mail train, and then the programme concluded with the "Symphony Orchestra."

Dr. T. R. Vernon, president of the Library Extension Service, introduced the films. He said that the purpose was to interest people in the arts and sciences, being directed principally at the young, but with the object of encouraging art and science to become a family bond.

The success of the programme was so pronounced that there is no doubt that this type of entertainment will become a regular feature.

WANTED, by Otago University Library, copies of the 1925 and 1926 *Statistical report on prices, wage rates, hours of labour,* [etc.], issued by the New Zealand Census and Statistics Department.

COUNTRY LIBRARY SERVICE.

The following are extracts from the annual report of the Country Library Service. The work which Mr. Alley records for the present year shows the great growth of the Service and the soundness of the basis upon which it was established.

"Growth of the Service: During the year ended 31st March, 1940, the number of libraries and small groups participating in the Service rose from 219 to 323. A full description of the methods by which books, periodicals, and information are made available to country people was given in the last annual report. Summarised briefly, these methods consist of (*a*) free loans of books on a liberal scale to libraries controlled by local authorities which in turn agree to make their libraries free and maintain reasonable standards of library service; (*b*) loans of books to independent subscription public libraries at a small annual charge per

one hundred books lent; (*c*) loans of books through travelling hamper collections to isolated groups of readers at a small annual charge; and (*d*) loans through the post of non-fiction books free of charge to readers requiring information. All libraries served under (*a*) and (*b*) received regular visits from one of the specially equipped book-vans of the Service, at least three visits being paid to each library during a full year. Further, all persons, whether served by the free public library or through the isolated group, may obtain loans of reference books by post from the headquarters of the Service."

"*The Small Country Library:* The independent subscription library, managed by a small committee and with a number of subscribers ranging generally between twelve and twenty, has continued to provide the means through which the bulk of the distribution of books has been carried out."

"That these benefits are appreciated is shown by the rapid growth in the number of small libraries which have participated, the number rising from 179 to 265 during the year. Twelve libraries withdrew from the Service, some because of lack of local support, others because the books borrowed were held to be unsuitable —*i.e.*, not "light" enough. It must be clearly stated that for each expression of disapproval there have been many of praise and appreciation for the benefits available.

"The total number of books on issue to small libraries at 31st March, 1940, was 17,711, compared with 9,467 on 31st December, 1938. Many libraries now have loans of one hundred books or more."

"*Service to Free Libraries:* Additional libraries which were made free for borrowing to local residents by local authorities during the year were Bluff, Balclutha, Putaruru, Taihape, and Kaitaia. Twenty-one free libraries at 31st March, 1940, with a total population of 28,250, were receiving changing stocks of books from the Service free of charge, with a total of 4,325 books on a regular loan to them. This compares with sixteen free libraries with a population of 20,914 receiving 3,222 books on 31st December, 1938. It is encouraging to record that several additional libraries under the control of progressive local authorities are to make the change from subscription to free service during 1940."

"*Hamper Service:* The number of groups rose during the year from twenty-four to thirty-seven, twenty of which are in the South Island and seventeen in the North."

"*Postal or Reference Service:* With the growth of the stock available at headquarters, more persons are using the service to individual borrowers. Sixty-three were registered at 31st March, 1940, compared with twenty-six at 31st December, 1938. The variety of subjects on which material has been made available has continued to widen."

"*Request Service:* 439 requests for books were received and satisfied by the Service."

"*Periodical Service:* To enable users of smaller libraries to have access to a considerably wider range of periodicals than such libraries can afford to buy regularly, some sixty periodicals have been lent to the free public libraries participating in the Service. Each library receives up to thirty of the periodicals listed, in lots of some six to eight, sending its initial lot to another library by post after one month and receiving another in the same way."

"*Advice to Libraries:* An integral part of the year's work has been the great amount of help and advice made available to controlling authorities and librarians of small libraries. The field officers in charge of the book-vans give assistance daily during their visits to libraries, but in addition the headquarters staff is able to help by means of correspondence and occasional visits."

"*Book Stock: Fiction,* 16,070 (8,611 in March, 1939); Non-fiction, 14,996 (7,922 in 1939); Total, 31,066 (16,533)."

"*War Library Service:* By lending its own stocks of books, particularly non-fiction books, to military camp libraries where proper library facilities are available, and by co-ordinating the national collection and distribution of gifts of books and periodicals for camps and troopships throughout the country, the Service has given help in the war effort."

"*Libraries in Main Camps and Air Force Stations:* At three main mobilization camps—Papakura, Trentham, and Burnham—libraries have now been established by the Army authorities. Each library has a full-time librarian with the rank of sergeant and a stock of from two to three thousand books. Daily newspapers from many centres are received regularly and kept on file. Books in these libraries are of two kinds. First, the gift stocks of books collected

XUM

throughout the country are assembled at the main distributing centres in the cities, and the best of these are prepared for circulation by voluntary help under the supervision of the city librarians, supplies being forwarded to the camps periodically. These books remain at the camps. Secondly, loans from this Service are made in the ordinary way from book-vans, the books being changed regularly. Each camp is gradually being equipped with a basic set of given reference books, such as a dictionary, a modern encyclopaedia, an atlas, etc., from funds allotted by the National Patriotic Fund Board. Inquiries from borrowers in the libraries for books not in stock at the camps are satisfied by means of the inter-library loan scheme of the New Zealand Library Association. Libraries at Air Force Stations are receiving almost the same service, Hobsonville, Blenheim, and Wigram having begun very useful library work under the care of the Education Officer at each station. Libraries at Ohakea and Bell Block are being helped by the librarians at Palmerston North and New Plymouth respectively."

"*Coastal Defence Units*: The forwarding of books and periodicals to these units has been systematically undertaken. To 31st March, 1940, 3,697 books and 5,825 periodicals were despatched from Auckland, Wellington, and Christchurch to many widely scattered stations."

"*Troopships and Escorts*: The value of having a central organization responsible for the provision of books for soldiers, nurses, sailors, and airmen has been clearly shown by the ease with which sudden demands for reading-matter for departing ships have been met, in some cases after extremely short notice. Each departing troopship has been liberally provided with books and periodicals, the bulk of the sorting and packing work being done at Wellington and at Christchurch. To 31st March, 1940, 17,162 books and 17,737 periodicals and magazines were provided for troopships and their escorts."

"*Collection of Books*: The provision of the above services would not have been possible without the generosity of the people of New Zealand, who, in response to appeals made in the press and by radio, have given books and periodicals liberally. The New Zealand Returned Soldiers' Association and the New Zealand Boy Scouts' Association have each collected large quantities of reading-matter. In a book drive organized in the four main cities in December, 1939, the Boy Scouts collected 30,000 books and 50,000 periodicals. The total quantity of material collected from all sources was, at 31st March, 1940, 50,250 books and 65,500 periodicals. To ensure that all camps, troopships, and defence units continue to receive the services now begun, it is essential that giving of books be continued, with an emphasis on quality rather than quantity giving."

Mr. Alley's report concludes with a statement about the Central Bureau for Library Book Imports. Readers of NEW ZEALAND LIBRARIES have already been advised of the establishment of this Bureau.

WHY DEWEY?

By Joan W. Rawson, M.A., F.L.A., Country Library Service, Wellington.

The question "Why Dewey?" prompts one to consider briefly the merits and defects of a system that is perhaps more extensively employed in public libraries to-day than any other scheme of bibliographic classification.

One of the commonest charges brought against the Decimal Classification is that it is not logically constructed. Dewey himself never claimed that his scheme was philosophically perfect; indeed he expressly stated that "no theoretical refinement has been allowed to modify the scheme, if it would detract from its usefulness or add to its cost." This assertion to a large extent disarms formal criticism, yet there are several aspects of the Decimal Classification that are definitely open to such criticism.

Firstly, the order of the main classes is faulty. The separation of sociology from History and of Philology from Literature is sound neither in practice nor in theory. Moreover, this separation is also evident within the classes where we find Psychology widely separated from Education, and Economics from Commerce and Communication.

Further, in its details the classification is at times inadequate (as in 770 Photography, where the sub-divisions are obsolete in the light

XUM

of modern practice), while at other times it is disproportionate. To British librarians at least, the emphasis laid upon American topics, both literary and historical, is out of all proportion to their relative importance, particularly in view of the fact that 942 has to include not only the history of England, but that of the United Kingdom, and, for lack of a more specific head, that of the British Empire as well.

Another criticism that has been levelled at the Decimal Classification is that the field of human knowledge does not naturally, nor even conveniently, split up into ten sections, and that the division of each main class into just ten divisions, regardless of relative scope and importance of those classes is not sound. This is true enough, but from the practical point of view it is essential to adopt a consistent principle of sub-division in order to maintain that system of mnemonics which is so prominent and valuable a feature of the scheme.

It has also been objected that, following in the wake of that intensive specialization which is so characteristic of life to-day, the Decimal Classification, particularly in the more recent expansions, manifests far too great an amount of minute detail, and that this complexity makes the scheme difficult to use. In reply to this it has been pointed out by the editor, Miss Dorkas Fellows, that it was never intended that such minute sub-division should be practised by any but the most highly specialized libraries, and that this extensive detail had been employed simply to indicate the farthest limits of the various fields of knowledge.

The foregoing defects are counterbalanced by the very real and considerable advantages inherent in the scheme. It has a simple, logical and easily understood notation which is capable of infinite expansion to provide for new topics as they arise. There is an excellent relative index to the schedules of classification. It is equipped with a splendid series of mnemonic notations, including topographical and linguistic numbers, the nine common subdivisions which are applicable at nearly every point in the scheme, and the various form divisions. These features provide for the classification of many topics in such a manner as to show their various aspects. They are of great practical value as a means of saving time and labour, while at the same time they definitely add to the precision of the classification.

The Dewey Classification, though extremely detailed in its full form, is still eminently suitable for smaller libraries by reason of the fact that the simpler numbers may be used without any further modification, and yet they may always be expanded at a later date if the growth of the library calls for closer classification. Moreover, there are several adaptations of the scheme that are widely used in order to simplify it for use in public libraries. Firstly, in most libraries fiction is not classified but is separated from the non-fiction and arranged in alphabetical order of author. Again, many libraries ignore the elaborate schedules for the classification of Biography, assigning it the symbol 92 or B and then arranging it in alphabetical order of biographee. Then, too, many public libraries drop the involved period divisions in the Literature section, merely retaining the linguistic and form divisions.

There are, too, substantial advantages to be derived from the employment of the Decimal Classification quite apart from those which are inherent in the scheme itself. One of the most important is, perhaps, the fact that, owing to its wide use in public libraries, most of the printed bibliographical tools (which, incidentally, are compiled by experts) are classified according to Dewey. This applies to the "Standard Catalog for Public Libraries," the "Standard Catalog for High School Libraries," the "Children's Catalog," the "A.L.A. Catalog," (and the monthly "Booklist"), the "Book Review Digest," and "Best Books." These are of immense value, not only to part-time and voluntary librarians of very small libraries, but also to expert classifiers in large libraries where time is at a premium.

Finally, most public libraries in New Zealand, as well as the Country Library Service, use the Dewey Classification, and participation in any co-operative scheme must be made very much simpler when the majority of the associated libraries employ the one system of classification.

WHY BRUSSELS?

By F. A. Sandall, B.A., Dip. Ed., Librarian, Massey Agricultural College, Palmerston North.

"When Brussels?" would show better my attitude to this question, for it seems to me that, of a number of libraries, only one or two may find this system the best.

One should, in short, choose a classification not so much because of its intrinsic merits as for its suitability to the special conditions prevailing in one's own library.

XUM

The Universal Decimal Classification is an alteration and great expansion of the Decimal Classification of Melvil Dewey, which we know so well. It was compiled by the International Institute of Bibliography at Brussels and is often called "Brussels Expansion" or simply "Brussels."

Because of the urgent need for a system capable of indexing the enormous output of scientific literature, the classes of Dewey dealing with pure and applied science received most attention. Of the editions available in 1930 these classes together occupied only 500 pages in Dewey while they filled 1,100 pages of "Brussels." Relatively, social sciences were even more expanded but the scheme does not seem to have been used so much for this class as for "science."

Why is it that bibliographers and indexers for science have rushed this scheme?

Because

—it is much more flexible than Dewey; it can give very fine shades of meaning, can stress any aspect of a subject and relate parts of one topic to parts of another in an almost infinite series of combinations—for which purpose it uses somewhat arbitrary but highly successful tables of common form subdivisions, analytical subdivisions (special to each subject) and signs.

—it is a system of bibliographical method; not designed primarily to supply call-numbers for the backs of books, but for call-numbers on cards in a minutely divided index.

—it has a more or less logical arrangement, not so much in the main classes (which are of course Dewey's) as in the finer subdivisions. (There may not be much in this argument, but it undoubtedly appeals to the scientific mind). For instance "Systematic Bacteriology" has under it 18 subdivisions each of which can be modified as desired by any of 14 analytical subdivisions and the order in both series of numbers is that by which the bacteriologist himself classifies his "bugs"—according to characteristics such as shapes, behaviour, etc., essential to the scientist's study of them. Compare with this the treatment of bacteriology by the Library of Congress scheme and you will find the "Systematic" subdivisions of "bacteria" are arranged alphabetically: Bacillus a-o, Bacillus q-z, Coccaceae, Staphylococcus, Streptococcus, etc., an arrangement better (questionably) for the librarian, but worse for the scientist.

—it has overcome in large measure one great and inherent difficulty of decimal classification: the limitation of tens. About the ten main classes nothing can be done and this narrow and arbitrary basis must remain an outstanding fault. For special libraries, however, this is immaterial for they are interested only in one or two of the main classes. But the finer subdivisions do matter very much to the special librarian and to the specialists he serves and it is here that Brussels has triumphed over the limitation of tens. To widen the base it provides in generous number the "common subdivisions" and "analytical subdivisions" already mentioned, some of which apply to all tables in the scheme while others can only be used with the special sections for which they have been designed.

Pollard (ASLIB 5th Conf. 1925) quotes
531.57 Internal ballistics.

531.571 to 531.579 are already taken up with further scientific subdivisions so that there is no room left for such aspects as "treatises, testing stations or mathematical aspects." For these latter, of course, are used the common form and analytical subdivisions.

—apart from the translations being at present published by ASLIB and the British Society for International Bibliography (some parts of it have already appeared) certain sections have been separately translated by interested societies or individuals and adopted for immediate use; those sections, for instance, on optics and on some of the sciences relating to agriculture.

—the scheme is used by many scientific and learned societies throughout the world and continues to gain adherents and so it becomes in a small way, a sort of international language for scientists. Some specialised periodicals print Brussels class numbers at the head of their articles and even issue printed index slips already classified. It is doubtful, however, if these are worth while and even if the "international language" function counts for much.*

Finally (a small point) Brussels makes its notations do more work per symbol than Dewey. O can mean "General works" just as

* Users of the U.D.C. include: Physical Society; International Meteorological Organization; British Electrical and Allied Industries Research Association; Post Office Research Station (G.B.); Metropolitan Vickers, Ltd.; Institution of Petroleum Technologists; Imperial Chemical Industries; J. Lyons and Co. (the caterers); British Thomson Houston Ltd.; Kodak Research Laboratories; British Film Institute; Imperial Agricultural Bureaux; Royal Microscopical Society; Royal Society of Medicine; Pharmaceutical Society.

well as OOO and so we find Science denoted by the single cipher 5. If a library has been using Dewey and finds that, as a result of unforeseen growth or specialisation, greater range and flexibility are desired, it is an easy matter to change over to Brussels.

We must face the fact, however, that the scheme will go out of date because there is at present no provision for keeping it up to date, unlike the Dewey and Congress schemes.

On the other hand it appears to have been working well for the last fifteen years and in practice specialists almost always modify schemes to suit their individual requirements, which perhaps bears out my earlier contention that we should choose a classification mainly because of its suitability for our particular purpose.

We may take it therefore that the Universal Decimal Classification is still the best classification scheme available, given the special conditions to which it is suited.

REVIEWS AND EXCHANGES

EXCHANGES:

ASSOCIATION OF ASSISTANT LIBRARIANS. "44th Annual Report, 1939."

"CANTERBURY PUBLIC LIBRARY JOURNAL," July 1940, Vol. 5, No. 5.

CLEVELAND PUBLIC LIBRARY. "Business Information Sources." Vol. II., No. 3.

"LIBRARIAN," May and June, 1940. Vol. XXIX., Nos. 9 and 10.

"LIBRARY ASSISTANT," June, 1940. Vol. 33, No. 6.

"LIBRARY ASSOCIATION RECORD," May, 1940. Vol. 42, No. 5.

"LIBRARY OCCURRENT," April — June, 1940, Vol. 13, No. 6.

"LIBRARY WORLD," May, 1940, Vol. XLII., No. 487.

"ONTARIO LIBRARY REVIEW AND CANADIAN PICTORIAL INDEX," May, 1940, Vol. XXIV., No. 2.

"S.T.A.," August, 1940. Vol. VII, No. 4.

"WILSON LIBRARY BULLETIN," June, 1940, Vol. 14, No. 10.

REVIEWS:

SCHOLEFIELD, G. H.—A Dictionary of New Zealand Biography. Wellington, Department of Internal Affairs, New Zealand, 1940. 2 vols.

There was once a small boy, brought up among city streets who, when he was taken for the first time to the seaside, gazed at the wide expanse before him, waded out as far as he could go, and cried joyously: "This is what I've always wanted!" It is with some such cry that New Zealand librarians, particularly cataloguers and reference librarians, will open Dr. Scholefield's two volumes of New Zealand biography. This, certainly, is something we have always wanted, for in these brief biographies of New Zealand notabilities, ranging from 16 lines or so to the 7½ pages devoted to Sir George Grey, there will be found those full names, those dates of birth and death, and dates of arrival in New Zealand, for which so much search has often been necessary. In most cases, too, Dr. Scholefield follows the practice of the D.N.B. and gives the wife's name, which is a great help in tracing family relationships. A few mistakes have crept in, but that is almost inevitable in dealing with such a mass of facts, and no doubt most of these will be corrected in future editions or supplements. Though fairly large in size, to allow of two columns to the page, the volumes are easy to handle, and the printing is clean and attractive in appearance.—*A.W.*

"THE CASE FOR FREE LIBRARY SERVICE," Wellington, 1940. New Zealand Library Association. 16 p. illus.

"The Case for Free Library Service," compiled on the suggestion of Cr. J. J. Scott, of Wanganui, by a committee of the Association consisting of Messrs. G. T. Alley, John Barr, N. H. Buchanan, A. G. W. Dunningham and W. C. Prosser, is at present being distributed. It is a most attractive document, in pamphlet form, bearing the imprint of the Caxton Press. The illustrations are pictures of the Rangiora Free Public Library Lending Room and of the Otaki Free Public Library. The main argument is contained in the catch-lines to the paragraphs, which form complete sentences and indicate the thesis which is developed. The catch-lines read as follows:—"New Zealand is backward from a library point of view . . . as compared with Great Britain and the U.S.A. Our Libraries

are limited in scope . . . and the country as a whole suffers. Our many subscription libraries have failed . . . compared with our handful of free libraries. Figures bear this out. There is a greater response to free service . . . than to subscription service, where amusement dominates; . . . more valuable books are neglected . . . and public money is wasted. Objections to free service . . . are answered by pay collections . . . which continue to provide light reading. Free libraries are a public service . . . conducive to community planning . . . and a good investment . . . nationally as well as locally. The Government has taken the initiative . . . but progress will depend on local authorities . . . and on individuals working together for free libraries." The topic under each line is dealt with concisely, but fully, and as a propaganda instrument for the cause of free libraries "the Case" deserves the greatest success.

AUSTRALIA. Commonwealth national library. Annual catalogue of Australian publications. No. 4—1939. Canberra. 1940. [lx], 131 p.

Compiled under the direction of Kenneth Binns, Librarian of the Commonwealth National Library at Canberra, this is a good example of national bibliography.

There are six main sections:—

1. Books published in Australia, 1939.
2. Books of Australian interest published overseas.
3. Official publications (of Federal and State Governments).
4. Selected list of Australian annuals and serial publications, 1939.
5. Selected list of Australian periodicals, 1939.
6. Directory of Australian publishers.

The list of official publications is particularly useful, and sets an example which might well be followed by the New Zealand annual *List of Copyright Publications*. Though the list of books about Australia published overseas does not pretend to be complete, its inclusion makes the Catalogue a useful guide to the literature of Australia.

—*W. J. H.*

CORRESPONDENCE.

The Editor,

NEW ZEALAND LIBRARIES.

Sir,—As my object in writing to the Bulletin was to keep prominently before members the need for training in librarianship I am gratified that Mr. Sandall is keeping the ball rolling. I do not consider Mr. Sandall "traitorous" but merely defeatest in his conception of the part the University can be assumed to contribute in regard to training for librarianship. I have never suggested that the university should be in any way responsible for the training in the purely technical side of librarianship. As, however, the subjects (except technical librarianship) prescribed for higher qualification are already amply and well taught at the University, I suggest that the Library Association could with advantage use existing facilities. I am sure from the general tenor of Mr. Sandall's letter that there is no essential difference in our common desire to see training put on a sound basis. It seems hardly fair that the brief note I contributed to the correspondence column of the Bulletin should form the basis of a public interchange of views. I have prepared a fuller exposition of my views and until space can be found in the Bulletin to publish them we are beating the air.

The subject is important enough, I think, to warrant full discussion. I do not for a moment suggest that the university should attempt courses in technical librarianship, nor do I think that the Library Association itself is not the proper body to engage in this work. With alterations made to suit my views, I accept the concluding paragraph of Mr. Sandall's letter to finish my own:

"Meanwhile, let the N.Z.L.A. look forward to conducting its own examinations (in co-operation with the N.Z. University) maintaining a permanent system of as high a standard (as has been attained by the N.Z. University) leaving the Library Association "free"—pathetic term—to fulfil its own high mission."

Yours, etc.,

SYDNEY C. ALLEN.

[An issue of "NEW ZEALAND LIBRARIES" on the subject of Library Training is scheduled probably for October. Dr. Allen's name appears on the panel of contributors, and members will have an opportunity of considering his views then.]

SCHOOLS' SECTION.

ISSUE METHODS.

By C. H. Hulls, Wellington Public Libraries.

There are various ways of registering book issues which show automatically who has a book, when a book is due back, or what books a given student has. In selecting a system it is important to consider the time available for the issue and return of books, and the number of books issued daily. The system should be easy to work and should supply an efficient means of controlling and checking books borrowed.

For small libraries a large-sized exercise book of good quality can be adapted for use as an issue register. It is divided into sections according to the letters of the alphabet, and the pages ruled in columns for author, title, accession number, borrower, date of issue, and date of return. Books issued are entered in the alphabetical sections according to author. This method supplies a sufficiently clear record of who has a given book and what books have not been returned. It is important that the librarian should make all entries in the register and on no account should any entry be made by borrowers, since an official entry provides a means of control.

The second method is the voucher system. For this a supply of printed and plain paper slips is required. At the top of the printed slip is supplied a space for author and also one for accession number. Other details on the slip are title, borrower and date; these being arranged according to the librarian's choice. When a book is issued the details are entered on one of the printed slips and a carbon copy made on one of the plain ones. The first slip is then filed under the author's name or the accession number, according to preference, and the other slip alphabetically under the name of the borrower. When the book is returned the librarian finds the book slip under the author's name, checks the accession number (or vice versa), and withdraws the slip. The corresponding slip under the borrower's name is then withdrawn. The number of issues can be counted from the withdrawn book slips, and the withdrawn borrower's slips will give a record of the student's reading. In addition, the borrowers' slips remaining on file provide an easy means of notifying borrowers of any books that may not have been returned in reasonable time, and for keeping a check on the number of books borrowed by any student at one time. It will be realized that this system is only suitable for use when there is no time limit for reading a book nor any strict limit on the number of books borrowed.

The third, and in many respects the best method of issue is that of the "book-card and pocket" system used by many libraries. For this method each book is provided with a card, book pocket and date-slip on the inside of either the back or front cover. The card bears the classification number and/or accession number, title and author. In addition each student is provided with one or more membership cards in the form of a pocket, the number depending on the extent to which the books may be borrowed. On these borrower's cards are entered the student's name, form or class and any details the librarian considers necessary. When a book is issued to the student, he surrenders one of his cards and into it is slipped the book-card from the book borrowed. The date-slip is then stamped with the last day of return and the two cards are filed into a card-tray under this date either by author, borrower's name or accession number. On the return of the book the last date stamped on the date-slip is referred to and in the corresponding date in the card-tray the book-card is found and replaced in the book, the borrower's card being handed to the student ready for the next issue. As may be realized the one disadvantage of this scheme for a school library is that there is no record of the transaction once the book is returned. To overcome this difficulty a simple voucher could be used in connection with the cards. These vouchers could be filed under the borrower's name and would provide a list of any one student's reading. A record of the use of any book is quite simply estimated from a count of the number of date stamps shown on the date-slip. The "book card and pocket" system is open to adaptation. One Wellington college has dispensed with the borrower's cards entirely and uses instead a borrower's identification slip bearing the student's name, form and number. Each student is allocated a number, and it is this number that is entered on the book-card when a book is borrowed. Two

separate registers of borrowers' names and numbers are kept from which may be checked a number corresponding to a borrower's name or vice versa. A limit of one book at a time is imposed, and to ensure this books are checked off at the same time as new ones are borrowed.

Overdues:—Generally overdue books do not concern the school librarian as the books are usually returned a few days after issue; but when it is necessary to recall an overdue book it is comparatively simple to post a list on the library notice board, or if this is not effective to make direct application through the form-master. It is debatable whether or not a penalty is advisable in the case of an overdue book, but for a regular defaulter it is sometimes necessary to impose a few pence fine for every week overdue, or in extreme cases the student banned from the use of the library for a period.

Renewals:—A renewal of a book does not occur often, but in some cases a book is required for a longer period for study. In such a case the book may be marked out for a longer period than is usual, but for the purposes of statistics it is recommended that the book be issued for the usual period allowed for reading and then re-dated at the end of each period.

Statistics:—The only statistics concerning the librarian with the issue and return of books from the library are, the number of students making use of the library and the actual number of books issued. The first may be supplied from a borrowers' register into which is entered the name and form of a student when he exercises the privilege of borrowing books from the library. The second may be supplied from a record of the daily issues which could be conveniently divided into the various headings of the classification scheme adopted by the library.

Finally, whatever method of issuing books is used, all books should be called in, checked and returned to the shelves towards the end of each term, and again at the end of the holidays, if students are allowed to borrow books during this time.

SCHOOLS' MANUAL.

It is proposed to compile an instructional manual for the use of school librarians, based on the articles which have been appearing in NEW ZEALAND LIBRARIES for some time past under the heading "Schools' Section."

The compiler of the Schools' Manual, Miss J. W. Rawson, C/o. Country Library Service, Parliament Buildings, Wellington, C.1., would be glad to receive constructive criticism of these articles from those concerned with the administration of school libraries. If there are any points which have not been covered or which have not been sufficiently explained, school librarians are invited to bring them to the attention of Miss Rawson, so that the final manual may be made as helpful as possible.

COUNCIL.

A meeting of the Council will be held in the Wellington Central Library on FRIDAY, 20th SEPTEMBER. The Secretary would be glad to receive notices of motion and reports for discussion at the meeting as soon as possible.

Conveners of committees are reminded that they are to circulate draft reports to Branches for comment before compiling a final report for the Council.

BOOK LIST—August, 1940.

No annotations are given where titles are sufficiently self-explanatory, or for lighter fiction by well-known authors. All prices shown are published prices.

GENERAL WORKS:

Jenkinson, A. J.—What do boys and girls read? Methuen. 7/6 1940 027.625
Analysis, based on questionnaire, of children's reading habits, with a commentary.

PHILOSOPHY:

Joad, C. E. M.—Journey through the war mind. Faber & Faber. 8/6 1940 172.4
Analyses various attitudes to the present war, with the author's own reflections and comments.

Wiking, Mrs. P.—These are my jewels. Peter Davies. 10/6 1940 136.7
Letters to a mother from her three daughters, giving the adolescents' outlook on sex, war, religion and other problems.

SOCIOLOGY:

Bast, G.—Mediterranean problems. Nelson. 2/6 1940 327
Readable survey, covering Italy, Spain, Palestine and the Near East.

Phelan, J.—Jail journey. Secker & Warburg. 12/6 1940 365
Account of prison conditions by a man who served twelve years.

Randell, W. L.—Messengers for mankind. Hutchinson. 7/6 1940 380
Popular history of communication. Covers signalling, the post office, the telephone, broadcasting, etc.

Talbot-Booth, E. C.—Rank and badges in the navy, army, R.A.F. and auxiliaries. G. Philip. 1/- 1940 355.1
Booklet of coloured illustrations of sleeve-badges, shoulder-straps, etc., etc.

Webb, Leicester.—Government in New Zealand. N.Z. Dept. of Internal Affairs. 5/- 1940 320.9931
Analysis of political problems in New Zealand.

LANGUAGE:

Carey, C. V.—Mind the stop. Cambridge. 3/6 1940 421.9
Guide to punctuation.

NATURAL SCIENCE:

McKay, Herbert.—Odd numbers. Cambridge. 7/6 1940 511
Readable account of some of the fascinating byways of arithmetic.

Williamson, R. W.—Essays in Polynesian ethnology. Cambridge. 25/- 1940 572.93
Posthumous collection of miscellaneous notes by a distinguished anthropologist.

APPLIED SCIENCE:

Capek, K.—I had a dog and a cat. Allen & Unwin. 3/6 1940 636.7
Charming account of the author's pets.

Crook, W. E.—Electricity in aircraft. Pitman. 5/- 1940 629.13
Covers the syllabus of the Air Ministry "X" licence.

Kermode, A. C.—The aeroplane structure. Pitman. 6/- 1940 629.13
The fundamental principles of aeroplane design in simple language.

Witts, A. T.—Radio upkeep and repair for amateurs. Pitman. 6/- 1940 621.384

FINE ARTS:

Harewood, H. G. C. L., 6th earl, and Ricketts, P. E., eds.—Flat racing. Seeley service (Lonsdale library). 21/- 1940 798.4
Articles on breeding, training, riding, etc.; each written by an expert.

O'Brien, C.—The practical man's cruiser. Oxford. 7/6 1940 797.14
Deep-sea yachting for small craft.

LITERATURE:

Bridges, Sir G. T. M., comp.—Word from England. An anthology of prose and poetry compiled for the King's forces. English University press. 6/- 1940 820.8

Bridie, James.—Susannah and the elders and other plays. Constable. 8/6 1940 822
The other three are: What are they? The golden legend of Shults, and The kitchen comedy.

Cecil, Lord David, ed.—Oxford book of Christian verse. Oxford. 8/6 1940 821.08
Anthology of religious poetry.

Peacock, G., and Bozman, M. M., eds.—Modern humour. Dent. 2/6 1940 827
Everyman's series anthology. Includes Herbert, Jacobs, Wodehouse, Wells, Shaw, etc.

TRAVEL:

Bridges, T. C.—Romances and mysteries of the sea. Newnes. 5/- 1940 910.4
Varied collection of true sea stories, including fires, mutinies, sea serpents, etc.

Clune, F.—To the Isles of Spice. Angus & Robertson. 12/6 1940 919.1
A voyage by air from Sydney to the East Indies, by the author of "Try anything once."

Eldershaw, M. Barnard, pseud.—My Australia. Jarrolds. 7/6 1940 919.4
General survey, historical and descriptive.

Seligman, Adrian.—The voyage of the Cap Pilar. Hodder & Stoughton. 18/- 1940 910.4
A voyage round the world in a sailing vessel, with a crew of amateurs. Deals largely with the Pacific.

BIOGRAPHY:

Bullock, G.—Marie Corelli. Constable. 12/- 1940
Amusing portrait, with some account of the reasons for her popularity.

Feather, N.—Lord Rutherford. Blackie. 5/- 1940
Brief outline of Rutherford's life.

XUM

Garlick, Phyllis L.—Peacemaker of the tribes. Highway press. 1/- 1940
Brief account of the missionary work of Henry Williams in New Zealand between 1823 and 1840.

Goldman, W.—East End of my cradle. Faber. 8/6 1940
Account of London's slums, by one who was born and brought up there.

Hamburger, E.—It's a woman's business. Gollancz. 8/6 1940
Autobiography of an American business woman, employed in the fashion industry.

Power, L. J.—The royal ladies of the Netherlands. Queen Wilhelmina and Princess Juliana. S. Paul. 12/6 1939

HISTORY:

Amine Youssef Bey.—Independent Egypt. Murray. 15/- 1940 962
Account of the struggle for Egyptian independence by one of the leaders of the movement.

Hauser, H.—Hitler versus Germany. Jarrolds. 12/6 1940 943.085
A German's account of conditions inside his country.

Muggeridge, M.—The thirties. H. Hamilton. 9/6 1940 942.083
Resumé of the chief events in Great Britain between 1930 and 1940.

Reuter, Ludwig von.—Scapa Flow. Hurst & Blackett. 6/- 1940 940.45
Account of the internment of the German fleet in 1918, by the admiral in charge.

Samson, G.—The warning lights of Asia. R. Hale. 15/- 1940
Impressions of current conditions in Japan and China. The author was imprisoned in Japan as a suspected spy, deported to China, and later visited Manchukuo.

Strabolgi, J. M. Kenworthy, 10th baron.—Battle of the River Plate. Hutchinson. 7/6 1940 940.53
Account of the Graf Spee incident, compiled from various sources and illustrated with photographs.

FICTION:

Agar, Winifred. — Mermaids sleep alone. M. Joseph. 8/-
Entertaining light novel.

Alington, Adrian.—These, our strangers. Chatto & Windus 8/-
Amusing story of the impact on an English village by "evacuated" Londoners.

Caldwell, T.—The eagles gather. Collins 9/6
Another novel of the armaments industry, by the author of "Dynasty of death."

Duhamel, G.—Cecile among the Pasquiers. Dent 9/6
Three novels (Les maîtres, Cécile parmi nous, and Le combat contre les ombres) translated for the first time and collected in one volume.

Jameson, S.—Europe to let. Macmillan 7/6
Written round events in Germany, Czechoslovakia, Austria and elsewhere between 1923 and the present.

McFee, W.—Watch below. Faber 9/6
Realistic picture of life on a tramp steamer in the early days of steam.

Maugham, Somerset.—The mixture as before. Heinemann 8/-
Short stories.

Murray, D. L.—Tale of three cities. Hodder & Stoughton 10/6
London, Paris and Rome in the 'sixties of last century.

Niven, F. J.—Mine inheritance. Collins ... 9/-
Written round a colony in the far north of Canada settled by evicted Highland crofters in 1812.

Preedy, G. R.—Primula. Hodder & Stoughton 9/-
Historical thriller written round the French Revolution.

Richter, C.—The trees. Constable . 1940 7/6
Deals with the pioneers who transformed dense forests of Ohio into fertile farm land.

Roberts, Bechofer.—The ministry of wishful thinking. Hale 7/6
Amusing light novel written round the wartime activities of government departments.

Seymour, B. K.—The unquiet field. Heinemann 9/6
Lengthy novel dealing with a firm of shipowners between 1720 and 1841, with sidelights on the slave trade.

All questions relating to the *Activities of the Association* should be addressed to JOSEPH NORRIE, HON. SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, P.O. Box 1529, WELLINGTON, C.1.; while questions with regard to the *Bulletin* should be addressed to STUART PERRY, HON. EDITOR, "NEW ZEALAND LIBRARIES," P.O. BOX 1529, WELLINGTON, C.1.

It is asked that in remitting money to the Association, *exchange* should be added to *cheques*, and that cheques and postal orders should be made payable to the SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, *and not to any individual by name.*

EVENING POST PRINT. 9726